

**FORT BRAGG, NC
NONAPPROPRIATED FUND
VACANCY ANNOUNCEMENT
NOT TO EXCEED 15 SEPTEMBER 2004**

ANNOUNCEMENT NUMBER: 31-2004

DUTY SCHEDULE: FLEXIBLE

ORGANIZATION: CASBC/REC DIVISION/ ENTERTAINMENT BRANCH

POSITION TITLE, SERIES, AND GRADE: LABORER, NA-3502-02

SALARY RANGE: \$6.84PH

AREA OF CONSIDERATION: WORLDWIDE

OPENING DATE: 11 MAR 2004

CLOSING DATE: 18 MAR 2004

MAJOR DUTIES: Performs some or all of the following duties alone or as a member of a work crew. Mows grass, lays sod, weeds flowerbeds, trims and edges walkways and lawns. Prunes shrubs and trees; applies fertilizer, waters plants, cleans out drainage ditches, shovels snow from walks and driveways. Loads and unloads conveyances; moves materials using wheelbarrows, hand trucks or dollies; stacks and arranges supplies for storage; collects refuse and recyclable materials. Digs, fills and tamps soil and gravel in earth excavations; levels ground using pick, shovel, tamper and rake. Cleans rugs and drapes. Cleans, waxes and polishes floors using heavy industrial-powered equipment. Adjusts, cleans, oils and changes attachments on machines. Washes and replaces room fixtures using ladders and scaffolds. Uses chemicals and cleaning solutions. Maintains stock of cleaning materials and implements used. Notifies supervisor when additional materials are needed. Move heavy items of furniture and office equipment as required. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Manual skill to lift and move moderately heavy objects. Skill and knowledge to safely operate simple power equipment and hand tools (lawn mowers, leaf blowers, edges and trimmers, scrubbers and buffers, steam cleaners and vacuums). A basic knowledge is required of routine maintenance procedures for power equipment. Requires frequent lifting and carrying of items weighing up to 40 pounds and occasionally 50 pounds. Required to stand, walk, bend and kneel for lengthy periods of time.

HOW TO APPLY: Interested applicants must submit a DA Form 3433 / Resume no later than 4:00 p.m. on the *CLOSING DATE* to NAF Human Resources Center, Building 2-1515, Jackson Street, Fort Bragg, North Carolina 28310-5000. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. Questions should be directed to (910) 396-8933.

EMPLOYMENT PREFERENCES: (1) Military Spouses: Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, Reserves, and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spouse preference and a copy of sponsor's PCS orders with the application for a position. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlements for the current PCS of the sponsor. (2) Involuntary Separated Military Members (ISM): Preference will be given to eligible members of the Armed Forces, and their family members, who were involuntarily separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214, or DD Form 1173 for family members, or a copy of official letters that indicate eligibility from the Department of the Army. (3) Current or Former Nonappropriated Fund Employees. (4) Outside Applicants, Veterans. (5) Outside Applicants, Non-veterans.

BACKGROUND CHECKS: Installation Records Checks (IRC) are required for all positions. All background checks are a condition of employment for all employees.

REASONABLE ACCOMMODATION: Fort Bragg NAF provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodations are made on a case-by-case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected for reprisal in making protected disclosures.

PAGE 2 OF 2

FORT BRAGG, NORTH CAROLINA
VACANCY ANNOUNCEMENT 31-2004

OPENING DATE: 11 MAR 2004
CLOSING DATE: 18 MAR 2004

CONDITIONS OF EMPLOYMENT: All eligible qualified applicants will receive consideration regardless of race, color, religion, sex, age, marital status, handicap, national origin, or political affiliation. DA NAFIs are equal opportunity employers. The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodation are made on a case by case basis. **In accordance with Army Regulation 215-3, applicants must present their social security card to the NAF Human Resources Center before they can be appointed. Failure to provide this information will result in denial of employment.**

All candidates are required to enroll in Direct Deposit or Electronic Fund Transfer
ALL PRIOR MILITARY APPLICANTS MUST SUBMIT A COPY OF DD FORM 214, MEMBER 4